

BB/TBT No	05/20 : A
Dated	MAY 2020
Subject	CORONA SITUATION UPDATE



Firstly, a massive thank you to you all for your hard work and dedication in these troubling times.

Our aim is to find solutions that enable us to continue to operate as a business and service sites and clients that remain open.

The above must only be done in a safe manner adhering at all times to the government's 2m rule.

Offices

- ❖ We have already reduced staff numbers inside our offices enormously as 95% have the ability to work from home.
- ❖ So the majority of office staff are working from home dealing with client emails/calls, invoicing, paying suppliers, payroll, chasing debtors, HR, IT etc etc.
- ❖ If you are not getting the support you need from your Contract Manager do please contact your local office or Director without hesitation.

Static sites

- ❖ Ensure all of the team on site are aware of the 2.0m social distance rule and adhere to this at all times.
- ❖ Reduce interaction with non-essential members of the on-site team and members of the public.
- ❖ Stagger break times to ensure no interaction thus reducing risk.

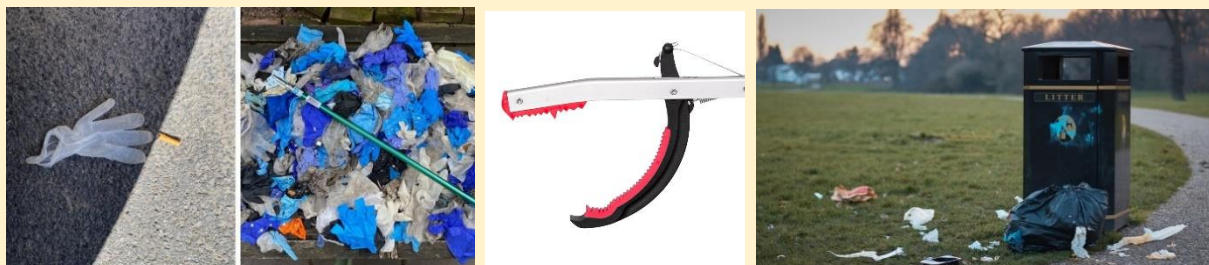
Mobile teams

- ❖ Where possible single occupancy of cab area will take place.
- ❖ Where this is not possible 2 people are now permitted to travel in the van cab as long as:
- ❖ Windows are kept open to enable good ventilation
- ❖ Be careful to avoid touching your face @ all times
- ❖ On leaving the van ensure hands are washed for at least 20 seconds with soap & water or where not possible apply alcohol based hand sanitiser.
- ❖ Wipe all van cab surfaces with sanitizer on a regular basis
- ❖ Passenger must use the window seat only
- ❖ As we still have sites/clients to service, we are happy for further short term small vans to be hired in order to allow operatives to attend site.
- ❖ Lone working policy has been reviewed and all staff have been instructed to review the generic RA and SSOW in the vehicle.

Hygiene

- ❖ In all cases all employees should practice regular and thorough handwashing throughout the day with soap and water, where this is not available hand sanitizer should be used regularly.
- ❖ If you cough or sneeze this should be into a disposable tissue, disposed of immediately. If you don't have a tissue use the crook of your arm, but always make sure it is captured.
- ❖ Do not touch your eyes, nose or mouth if your hands are not clean.
- ❖ When handing over the vehicle and machinery, a full sanitization to be carried out on dashboard, handles, steering wheels, and all machinery handles etc where practicable.

BB/TBT No	05/20 : B
Dated	MAY 2020
Subject	CORONA SITUATION UPDATE



You are likely to be coming across more & more discarded surgical type waste (Disposable Gloves, Masks both in bins & also as litter thrown on the floor).

The vast majority will have been used as a precaution e.g. gloves to push a shopping trolley – however treat them ALL with caution and always follow procedures below

PPE Required:

Ensure that you are wearing all the required PPE

Work boots, Gloves – which have a non-absorbent outer surface, and some puncture resistance

Safety Glasses to avoid any splash to eyes, Long trousers & ensure arms are covered. (NO short sleeved shirts)

Ensure all cuts, burns & sores are covered – **Pay extra attention to any open wounds**

Equipment Used:

Pre works always check that your litter picker works properly & will pick up all items of litter efficiently

Ensure where possible **ALL** bins have liners installed

If picking directly into a bag use a bag loop to keep the bag open

Technique

NEVER pick up litter with your bare hands – use litter pickers – even when emptying over full bins

Do not overload the bag – ensure you can tie it up without rubbing against the litter

Never have the bag against your front, your legs or over your shoulder

Where possible empty bins more often before they become too full – If over full use litter pickers to pick out litter before attempting to empty the bin

Hygiene

Always use your PPE

At ALL times avoid touching your eyes, mouth, face when working

If you have to blow your nose – take off your gloves and clean your hands before and after doing so

Carry a means of cleaning your hands (wipes, sanitizer or water container with tap & soap dispenser)

Clean tools regularly, and the areas where they are stored.

Do not put litter pickers in the cab of your vehicle, try and keep the vehicle cab as a clean area and the vehicle back as the 'dirty' area – but clean both regularly

After Litter picking

Wash hands when finished, always ensure washed prior to eating, drinking or smoking.

Take care when cleaning off any equipment – splash back could infect

In Summary

- ❖ **Never pick up any item by hand, always use a litter picker or where required a shovel**
- ❖ **Do not eat, drink or smoke whilst working & ensure hands are washed before eating, drinking or smoking**
- ❖ **Wear ALL your PPE at all times**
- ❖ **Treat every piece of litter with caution & ensure procedures are followed at all times**
- ❖ **By following all the above measures, you will reduce the risk of any infections**